

ASSIGNMENT COUNSELING WORKSHEET - OFFICER

RANK	NAME	PMOS	ADDITIONAL MOS
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1. Purpose. Contained within this form are unit level instructions to counsel SMCR officers considered excess to unit requirements per the unit's Authorized Strength Report (ASR), or to counsel SMCR officers not having the appropriate PMOS or rank to fill a billet listed on a unit's ASR.

2. Background. Unit level manpower management practices must conform to standards found in MCO 1001R.1K. Use of this form ensures that units adhere to the manpower management policies outlined within the manual by serving as a basic tool for the unit to:

a. Identify and validate a billet available that is available for assignment and

b. Subsequently make a personnel assignment based on the appropriate skill and experience (PMOS and rank) required of that particular billet.

3. Discussion. COMMARFORRES values the service and commitment of all Marines serving or seeking service in Marine Forces Reserve. However, adherence to manpower management policies contained within MCO 1001R.1K is required in order to ensure that Marines serving in the Reserve Component serve in billets for which they are qualified in skill and experience. All personnel assignments must contribute to the advancement of the unit's mission accomplishment and readiness. Proper personnel assignments also afford equal opportunities for participation to all Marines, and this facilitates and encourages maximum participation and upward mobility for everyone.

Commanders will use this counseling tool to assist officers unable to qualify for valid assignment to available structure, or for whom the unit is unable to accept or affiliate, based on the current number of officers authorized by the command's ASR. Commanders will assist these officers to find other opportunities for continued affiliation, either with another unit, or with an IMA detachment.

Commanders will also counsel officers on opportunities for participation while serving in the IRR.

4. Action. SMCR officers shall assist in the completion of this form. The unit Commanding Officer or Inspector-Instructor will work with each officer who was identified as having failed to screen as a proper Billet Identification Code (BIC) assignment to find the best option for further participation in the Reserve Component.

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Part 1: Validation of assigned BILLET (BIC). The answer to the below questions should be "Yes". If any question is answered "No", the billet is not valid or available for assignment.

- _____ Is assigned BIC found on latest version of unit ASR?

- _____ Is BIC Billet Status Code "A"? Billet Status Code "A" means the BIC is chargeable structure. BICs with Billet Status Code "X" indicate Collateral Duty and are not suitable for assignment.

- _____ Is BIC Manpower Type Code "V"? V = Reserve Component and all SMCR officers should be assigned a BIC with Manpower Type Code of V.

- _____ Is BIC Reserve Type Code "A"? A = SMCR and all SMCR officers should be assigned a BIC with Reserve Type Code of A. Do not assign SMCR officers to a BIC with Reserve Type Code = B (Active Reserve), or = C (IMA).

- _____ Is the billet available? No other officer has this BIC Assignment.

Part 2: Determination of **New Join** Officer Qualifications. SMCR officers must have the appropriate skill (PMOS) and experience (Rank) for the assignment:

- _____ What is the Billet MOS listed on the ASR?

- _____ What is the officer's PMOS? Ensure that all additional MOS's are considered.

- _____ What is the BGrade listed on the ASR?

- _____ What is the officer's rank? Ensure that Selected Rank is considered.

- _____ Does the officer's PMOS match the BMOS?

- _____ Does the officer's rank match the BGRADE?

PMOS match can occur if the officer is willing to retrain within 18 months and attend the formal school required to earn the PMOS. Consult the MOS Manual for specific requirements. If the officer is willing to retrain, and the BIC is available, re-designate the officer to the basic MOS of the occupational field (0100, 0200, etc.) and seek a school seat. Officers must hold the grade and MOS for a billet with a few exceptions. Colonels may only fill Colonels BICs.

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Lieutenant Colonels may fill Colonels BICs if no Colonel is available. Lieutenant Colonels may fill Majors BICs for maximum of 24 months if no Major available. Majors may fill Captains BICs. Aviator Lieutenant Colonels and below may fill down to First Lieutenant in Duty Involving Flight Operations (DIFOP) BICs. Ground Captains may fill to Second Lieutenant and CWO. In all of the above cases, officer must possess the requisite MOS. If assigned outside of the above rules, the officer must execute an Inter-Unit Transfer (IUT) to another SMCR unit with a valid grade requirement, or an IMA billet, or transfer to the IRR.

Officers exceeding the prescribed billet grade match will be transferred from unit NLT (3) months after a new officer's join.

Officer's tour length is up to three years, with one-year extension.

Officers promoted while serving in a billet, but with no inbound replacement, may continue serving in the billet until the remainder of the tour, with the exception of those promoted to Colonel.

Part 3. Incumbent Officer Assignment Management. Officers currently serving at a unit must adhere to the manpower management policies of MCO 1001R.1K. Specifically:

- a. Does the officer's Date Current Tour Began (DCTB) exceed 36 months? If "Yes" proceed to question (b).
- b. If DCTB exceeds 36 months, has the officer requested and been granted a one-year extension on tour length from the COMMARFORRES? If "Yes" the officer may remain in his current BIC for the approved length. If "No", the officer must execute an Inter-Unit Transfer (IUT) to another SMCR unit with a valid requirement, or an IMA billet, or transfer to the IRR. MCO 1001R.1K (MCRAMM) paragraph 9103.
- c. Does the officer exceed by at least two grades the Billet grade requirement? Colonels may only fill Colonels BICs. Lieutenant Colonels may fill Colonels BICs if no Colonel available. Lieutenant Colonels may fill a Majors BIC for maximum of 24 months if no Major available. Major may fill Captains BIC. Aviators LtCol and below may fill down to First Lieutenant BIC in Duty Involving Flight Operations (DIFOP) BICs. Ground Captains may fill to Second Lieutenant and Chief Warrant Officer. In all of the above cases, officer must possess the requisite MOS. If assigned outside of the above rules, the officer must execute an Inter-Unit Transfer (IUT) to another SMCR unit with a valid grade requirement, or an IMA billet, or transfer to the IRR. MCO 1001R.1K (MCRAMM) paragraphs 9104 and 9107.

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d. Does the officer possess the MOS required by the BMOS of the assigned BIC? If "No," the officer must retrain to required BMOS, execute an Inter-Unit Transfer (IUT) to another SMCR unit with a valid BMOS requirement, or an IMA billet, or transfer to the IRR. MCO 1001R.1K (MCRAMM) paragraph 9104.3.

e. In all cases, CMC-screened and selected Colonels and Lieutenant Colonels serving in Colonel Command or Post-Command, Senior Leader/Joint IMA, or Lieutenant Colonel Command Billets will serve their full 24-month tour in their designated BIC. MCO 1001R.1K (MCRAMM) paragraph 9105.

Part 4. DETERMINATION OF ASSIGNMENT CRITERIA (new and incumbent):

_____ Is a valid billet available for this officer?

_____ If structure is available, but the officer does not have the requisite PMOS, can the officer re-designate/re-train to serve in the billet?

_____ Is the officer of the appropriate rank (w/above listed exceptions)?

If officer is not properly assigned to valid, available structure, counsel the officer on other opportunities for participation in the Ready Reserve by filling out the below.

Part 5. Opportunities Counseling for Officers unable to qualify for unit assignment or incumbents who no longer qualify for unit assignment.

a. Other SMCR Units (If requested):

_____ Desired Geographic Affiliation Location

_____ Unit in Location

_____ Unit in Location

_____ Alternative Location

_____ Unit in Location

_____ Unit in Location

Commanders will access the SMCR Needs Report and provide specific open BICs as requested by the counseled Marine. If not requested, list N/A.

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_____ BICs and Unit

_____ BICs and Unit

If re-training/re-designation is an option, indicate the BIC and re-designation requirement below. MARFORRES will assist the officer.

_____ Officer is willing to re-designate and re-train and is interested in the following opportunities:

(Indicate available BIC, location, and re-designation requirement)

b. Individual Mobilization Augmentee (IMA opportunity). Marines may serve in support of the AC in a reserve capacity through opportunities in the IMA program. Available opportunities are found in the IMA Needs Report. If a Marine is interested, refer to the nearest Prior Service Recruiter.

c. IRR Opportunities. Commanders will provide information regarding participation options in the IRR. If a Marine is unable or unwilling to IUT, re-designate, or affiliate with an IMA, Marines should be made aware of the benefits of Voluntarily Transferring to the IRR vice an Involuntary Transfer directed by COMMARFORRES.

_____ Marine was counseled on IRR opportunities and desires Voluntary Transfer on this date: _____.

d. Requesting Deferment from Policy. Marines may request to remain in the billet through a deferment of policy for a period of up to one year. COMMARFORRES will consider the overall RC manpower needs contemporary to the time of the request, the overall grade shaping considerations and consideration of the aggregate health of the entire force and make a determination. Unit and MSC endorsement is required.

MARINE REQUESTS DEFERMENT FOR THE FOLLOWING REASON:

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RANK

NAME

PMOS

ADDITIONAL MOS

UNIT ENDORSEMENT:

MSC ENDORSEMENT:

FINAL ACTION (Place an X next to option chosen):

_____ Exemption; Date of Expiration: _____.

_____ Involuntarily Transfer to the IRR NLT _____.

COMMARFORRES COMMENTS (If any):

R. P. MILLS